

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **DEPUTY COUNTY FIRE COORDINATOR**

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Jurisdictional Class: **Competitive**

Date Adopted: **12/27/2005**

Date Revised:

Jurisdictions: **County**

Union Status:

Pay Grade:

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**DISTINGUISHING FEATURES OF THE CLASS:** A Deputy County Fire Coordinator assists the County Fire Coordinator in planning and supervising the county programs of fire training and mutual aid. The Deputy County Fire Coordinator works under the direction of the County Fire Coordinator, but has wide leeway for independent decision-making. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Assists the County Fire Coordinator in the preparation, administration and supervision of the county Mutual Aid Plan;

Assists in the organization and supervision of the training of volunteer firefighters and fire prevention programs and activities;

Acts in the absence of the County Fire Coordinator;

Works on the preparation of emergency evacuation plans in conjunction with local officials;

Provides advice and technical assistance to local officials and fire departments when needed;

Attends meetings, seminars and other programs;

Assists in the preparation and maintenance of reports, records and logs;

Cooperates with other public and private agencies that deal with emergencies and disasters;

May evaluate programs, estimate needs and/or recommend changes.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of modern fire fighting and fire prevention methods; good knowledge of the geography and political subdivisions of the county; working knowledge of the laws, rules and regulations pertaining to emergency mobilization and mutual aid plans; working knowledge of radio, telephone, and other emergency communications systems; ability to organize, train and lead people; ability to function well under pressure; good judgment.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from high school or possession of a high school equivalency diploma; **AND**
- (B) Five (5) years of experience in a fire fighting or fire management capacity, one of which shall have been in a leadership or supervisory position.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

**NOTE:** Experience can be paid or volunteer work.